



INTAKE QUESTIONNAIRE

Complaints Against Places of Public Accommodations

Please immediately complete this form and return it to the Missouri Commission on Human Rights (MCHR). **REMEMBER**, a complaint of discrimination must be filed within the time limits imposed by law, generally within 180 days of the alleged act of discrimination. Upon receipt, this form will be reviewed to determine MCHR coverage. **ANSWER ALL QUESTIONS *that pertain to your situation*, as completely as possible, and attach additional pages if needed to complete your response(s). If you do not know the answer to a question, answer by stating "not known." If a question is not applicable to your situation, write "n/a."** Please print.

PERSONAL INFORMATION							
Last Name		First Name		M.I.			
Street or Mailing Address				Apt. or Unit #			
City		County		State		ZIP	
Home Phone Number				Work Phone Number			
Cell Phone Number				E-mail Address			
Date of Birth		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Do you have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Please answer the next 3 questions.

1. Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. What is your race? <i>(Please choose all that apply.)</i> <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African-American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	
3. What is your National Origin? <i>(country of origin or ancestry)</i>	

Please provide the name of a person we can contact if we are unable to reach you.

Name		Relationship			
Address					
City		State		ZIP	
Home Phone Number		Other Phone Number			

COMPLAINT INFORMATION					
4. Date Discrimination Occurred		5. Type of Business/Entity			
6. Business/Entity Name					
Address			Phone Number		
City		State		ZIP	

7. What is the reason (basis) for your claim of public accommodations discrimination? *For example, if you believe you were treated worse than someone else due to your race, you should check the box next to Race. If you feel you were treated worse than someone else for several reasons, you should check all that apply. If you complained about discrimination or filed a prior discrimination complaint, and a negative action was taken or threatened, you should check the box next to Retaliation.*

☐ Race/Color ☐ Sex ☐ Disability ☐ National Origin ☐ Religion ☐ Retaliation
☐ Other reason (basis) for discrimination (*Explain*):

8. What happened to you that you believe was discriminatory? Include date(s) of harm, the action(s) and the name(s) of the person(s) who you believe discriminated against you. Please attach additional pages, if needed. (*Example: denied service by John Smith, manager*)

Name and Title of Responsible Party

Action

9. Why do you believe these actions were discriminatory? Please attach additional pages, if needed.

10. Are there any witnesses to the alleged discriminatory incidents? ☐ Yes ☐ No

If "Yes," please identify them below and indicate what they will say. Add additional pages, if necessary.

Name

Address

Home Phone Number

Other Phone Number

Name

Address

Home Phone Number

Other Phone Number

11. If you are claiming discrimination based on disability, answer the following questions. If not, proceed to end to sign and date questionnaire. (*Please check all that apply.*)

- ☐ Yes, I have an actual disability
☐ I have had an actual disability in the past
☐ No disability but the organization treats me as if I am disabled

If you are alleging discrimination because of your disability, what is the name of your disability? How does your disability affect your daily life or work activities, e.g., what does your disability prevent or limit you from doing, if anything? (*Example: lifting, sleeping normally, breathing normally, pulling, walking, climbing, caring for yourself, working, etc.*)

I understand that this questionnaire is not a complaint form and that I have not yet filed a complaint of discrimination. I understand that MCHR will review this form and if the information constitutes a basis for filing a complaint, a complaint will be mailed to me for signature. In order to preserve your rights, your signed complaint will need to be received at MCHR within 180 days of the alleged act of discrimination. I understand that a copy of the complaint form I sign will be sent to the place of public accommodations and will be the basis for the MCHR investigation.

Signature

Date